

Department of Information Services
CUSTOMER ADVISORY BOARD

October 31, 2002

Meeting Minutes

Attending:

Jim Albert, Attorney Generals Office
Thomas Bynum, Employment Security Department
Steve Desselle, Department of Revenue
Stan Ditterline, Department of Information Services
Sue Fleener, Washington State Patrol
Mary Lou Griffith, Department of Information Services
Phil Grigg, Department of General Administration
Andy Hix, Department of Information Services
Dennis Jones, Office of Financial Management
Marla Kentfield, TRE
Dave Koch, Department of Information Services
Mike Kretzler, Utilities and Transportation Commission
Gary Maciejewski, Department of Agriculture
Andy Marcelia, Department of Information Services
Sarah Marlowe, Department of Revenue
Stuart McKee, Department of Information Services
Mike McVicker, Department of Information Services
Bob Monn, Department of Ecology
Fran Muskopf, Department of Health
Tom Neitzel, Health Care Authority
Laura Parma, Department of Information Services
Tom Parma, Department of Information Services
Dan Parsons, Washington State Patrol
Paul Piper, Department of Information Services
Don Price, Department of Corrections
Christy Ridout, Department of Social and Health Services
Darrel Riffe, Department of Information Services
Becci Riley, Department of Information Services
Ron Seymour, Department of Financial Institutions
Doug Tanabe, Department of Personnel
Shelagh, Taylor, Department of Labor and Industries
Alan Schmidt, Office of Financial Management
Linda Bremer, Liquor Control Board
Pat Gephardt, Department of Natural Resources
Lynda Gee, State Parks and Recreation Commissioner
Gail Douglas, Department of Information Services
Bill O'Brian, Department of Transportation
Kathy Rosmond, Office of Financial Management

Jeff Holm, Department of Information Services (WAGIC Coordinator)
Nick Pender, Office of Financial Management
Bob Fitchitt, Legislative Evaluation and Accountability Program Committee
Susan Dodson, Office of Financial Management
Chuck Henry, Cisco Systems
Ron McQueen, Department of General Administration
Corey Knutson, Center for Information Services
Keith Kawamura, Department of General Administration
Suzanne Greer, Employment Security Department

Guests:

Carrie Wolfe, DNR
George Spencer, DOT
Josetta Bull, Gartner

Introduction to the meeting was given by Phil Grigg, GA.

The meeting was called to order by Thomas Bynum at 1:05 p.m. Thomas welcomed all attendees and acknowledged that following a short CAB meeting, the remainder of the time would be spent as a continuation of the IPMA Executive Summit held at Chelan.

Subcommittee Reports

Infrastructure -- Phil Grigg, GA
The Windows 2000 environment is moving ahead.

Human Resources -- Doug Tanabe, DOP
No report at this time. There will be one at the next regular CAB meeting.

State and Local Government -- Dan Parsons, WSP
A regularly scheduled meeting to discuss the Association of City and County Information Services (ACCIS) intergovernmental network and the respective quality of services being provided has been set up for the 3rd Wednesday of each month at 1:00. The first meeting is scheduled for November 20th in the DIS Boardroom.

Geographic Information Technology/WAGIC Presentation -- Jeff Holm, DIS
Mr. Holm introduced Carrie Wolfe, DNR, and George Spencer, DOT, and gave a slide presentation on the ISB/GIT Subcommittee. The chair of this Subcommittee is Stuart McKee, Director, Department of Information Services. Other members include The Honorable Glen Anderson; Bonnie Bunning, DNR; Retired State Senator Emilio Cantu; Carol Fleskes, Ecology; Paula Hammond, DOT; Jeff Koenings, Fish and Wildlife; Major General Tim Lowenberg; Dr. Gene Thorley, U.S. Geological Survey; George Spencer, DOT; Frank Westrum, DOH. He also shared the subcommittee Charter and Technical Standards Process. Information regarding the work of this Subcommittee will be shared

through the CAB and WAGIC listserv. Contacts for this Subcommittee are Jeff Holm; 360-902-3447; jeffh@dis.wa.gov or George Spencer; 360-709-5515; spenceg@wsdot.wa.gov.

The Subcommittee Purpose is to:

"...represent the strategic interest of a coordinated, enterprise approach to utilizing geographic information technology and provide leadership for implementation of cost effective, collaboratively developed, spatial data management solutions."

The Technical Standards Objectives are:

- Coordinate Geographic Information Management Statewide
- Promote the View of Geographic Information as a Critical Information Asset
- Promote Partnerships and Collaboration to Develop and Use Geographic Information
- Enable Access to Geographic Data and Support Data Sharing
- Enable Integration of Non-Framework Geographic Data
- Improve Data Quality

Handouts were made available following the presentation.

IPMA Executive Summit -- Josetta Bull, Gartner

Thomas Bynum asked Doug Tanabe to open the remaining time for the continuation of the IPMA Executive Summit with Gartner. He also thanked Josetta Bull, Gartner, for coming. The topics covered at this meeting included a recap of the operating principles; completion of the operating principles; governance structure; strategies; and initiatives and projects. More information regarding the IPMA Executive Summit and Gartner can be found at the IPMA website <http://www.ipma-wa.com>

Washington State Enterprise Architecture Next Steps -- Stuart McKee, DIS

Mr. McKee presented the recommended next steps to establish the Washington State Enterprise Architecture and the plan for "Creating a Washington State Enterprise Architecture: A Call to Action".

The next steps include:

- Establish an interim leadership team to drive the project.
- Finalize a Statement of Work to engage an external private partner to assist in the first phase of the project.
- Select a common business problem that impacts a large majority of Washington State agencies.
- Establish a communications strategy and tools to fully engage the agencies in the process of establishing the Washington State Enterprise Architecture.
- Engage the private firm.
- Agencies identify their key point of contact.

The Call to Action paper features a description that encompasses the enterprise architecture as a business tool intended to achieve a shared enterprise vision and architecture framework; strategic choices; management of state resources; promotion of

shared IT services and unified state policies; extend business linkages between federal and local jurisdictions; management of organizational and technological change and complexity; facilitate cross organizational analysis; and identify duplicative investments, gaps, and opportunities for collaboration.

To meet this goal, the call to action will require the creation of Washington State's shared set of business goals (the vision); the establishment of a state enterprise architecture governance model; and the acquirement of a vendor(s) to assist in building the Washington State Enterprise Architecture with a focus on aligning its business goals and IT strategies.

Handouts on these topics were provided.